

JOSH GREEN, M.D.
GOVERNOR
KE KIA'ĀINA



BONNIE KAHAKUI
ACTING ADMINISTRATOR

STATE OF HAWAII | KA MOKU'ĀINA O HAWAII'
STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>

August 25, 2023

PROCUREMENT CIRCULAR NO. 2024-04

TO: Office of the Governor, Chief Operating Officer
Office of the Lieutenant Governor, Chief of Staff
Executive Department Directors
Hawaii State Public Library System, State Librarian

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A. Kahakui*

SUBJECT: Suspended Travel Procedures for Employees Assisting in the Maui and Hawaii
Wildfire Disaster

Effective immediately, travel procedures pursuant to PC 2007-03 and including all related amendments are suspended for employees required to travel to assist in the Maui and Hawaii Island Wildfire Disaster.

The temporary travel procedures, through October 17, 2023, or as amended by the Governor's emergency proclamation(s) for the Maui and Hawaii Island Wildfire Disaster, include the following:

- Travel Approval Form (SPO-030)
 - Can be completed after-the-fact.
 - Does not require worksheets with minimum quotes.
- Signed Statement of Completed Travel
 - Is still required and must include receipts to support the travel expenditure(s).

REMINDER: Normal travel procedures apply for any non-disaster-related travel.

If seeking Federal Emergency Management Agency (FEMA) reimbursement, departments should be prepared to submit additional travel-related documentation. Required documentation are as follows:

- Copy of the check issued to the employee for per diem/meals.

- For purchases completed with State pCard and/or emergency pCard - the pCard log including the description, pCard statement, and individual receipts or invoices, such as car rental car receipt and hotel folio.
- For purchases with a State check - a copy of the check attached with individual receipts or invoices, such as car rental car receipt and hotel folio.

Staff with questions may contact Shannon Ota at (808) 586-0563 or email shannon.j.ota@hawaii.gov. You may contact me at (808) 587-4701 or email bonnie.a.kahakui@hawaii.gov.

Thank you.